

NEZ PERCE COUNTY MENTAL HEALTH COURT PARTICIPANT HANDBOOK

Revised December 2021



**THIS HANDBOOK BELONGS
TO:_____**

My MHC Coordinator is: Lisa Martin

My MHC Counselor is: _____

My MHC Probation Officer is: _____

My MHC Attorney is: Joanna McFarland

My Criminal Case Attorney is: _____

My MHC Judge is: Judge Evans

My Disposition will be when I complete the program/probation:

- ☐ Reduced charge to misdemeanor
- ☐ Dismissed charge
- ☐ Dismissed probation violations
- ☐ My case will be closed
- ☐ I will continue on probation for ____ months/years.
(circle one)
- ☐ Other _____.

My UA Number is:_____.

Call 1-484-357-1190.

If I have a UA, I must report for Drug Testing at Change point
1020 Main St. Lewiston between 2:00pm – 4:30pm or as
instructed in court.

WELCOME!

Welcome to the Nez Perce County Mental Health Court (NPCMHC).

This Handbook provides an overview of the program and the requirements for successful completion.

We look forward to supporting you in your recovery.

Sincerely,

Nez Perce County Mental Health Court Team

TABLE OF CONTENTS

	Page
The Basics	5
The Team	6
Phase 1	7-8
Phase 2	9-10
Phase 3	11-12
Phase 4	13-14
Phase 5	15-16
How to Graduate	17
Continuing Care	18
Court.....	19
Google Classroom Instructions	20
Court and Treatment Etiquette.....	21
Incentives and Sanctions.....	22
Drug and Alcohol Testing.....	23
Reporting to Counselor and Treatment Groups.....	25
Recovery Support Groups and Meetings	26
Reporting to your Probation Officer	27-29
Termination	30
Restricted Permit	31
What is Graduation?	32
Zoom Instructions and Etiquette	33
Costs of the Program.....	34-36
Volunteering and Community Service	36

THE BASICS

WHAT: This handbook describes the NPCMHC, our expectations of you, and the requirements for your successful completion.

NPCMHC has five phases and an after care component and takes a minimum of 17 months to complete.

WHO: You have been accepted into the NPCMHC because of your prior encounters with police and your mental health diagnosis and sometimes drug and or alcohol use.

HOW: The NPCMHC is a chance to receive mental health treatment and sometimes substance abuse treatment instead of being sentenced to jail or prison.

COSTS: \$20 MHC fees per month and \$30-35 fees per month for cost of supervision.

MISCELLANEOUS COSTS: Examples include, SCRAM alcohol ankle monitor, GPS ankle monitor, worker's compensation insurance, and missed doctor/provider appointments.

WHY: NPCMHC requirements will help guide and support your recovery and help you learn to:

- ❖ Manage your mental illness
- ❖ Stop using drugs and alcohol
- ❖ End your encounters with police and the court system
- ❖ Become a law abiding and productive member of your community

THE TEAM

WHAT: The NPCMHC combines court supervision with counseling agencies and is made up of members from the criminal justice system and other agencies.

HOW: The NPCMHC team meets before court to discuss participants' progress. Every member of the team supports YOUR success.

The team accepts new participants, decides incentives and sanctions, and creates program rules together.

WHO:

Judge: The Honorable Michelle M. Evans

Coordinator: Lisa Martin – 208-790-1748

Felony Probation Officer: Shane Quinn – 208-799-5030 or 208-848-6559

Misdemeanor Probation Officer: JD Storm, 208-799-3188

Treatment: Sara Bennett, Bri Nelson, Rami Nichols, Cynthia Ford - Riverside Recovery, 208-746-4097

Adult Mental Health: Mackenzie Garrison, Ben Elger, Shannon Jones, Joni Nuber, Jeb Simpson - 208-799-4440

Defense Attorney: Joanna McFarland – 208-746-7091

Prosecutor: Nathan Rapp – 208-799-3073

Vocational Rehabilitation: Lammise Williams – 208-816-5321

Nez Perce County Detention Center: Deputy Jared Gurney – 208-799-3132

Phase 1

Minimum of 8 WEEKS



COURT

- ❖ Attend court every Wednesday morning at 8:30am – 9:30am



TREATMENT

- ❖ Attend and engage in groups assigned by your treatment provider
- ❖ Attend at least one meeting per week with your individual counselor
- ❖ Attend one recovery meeting each day for 30 days (30/30) when you start the program & submit a weekly check-in report in Google Classroom by the end of the day on Monday prior to the court session. The treatment staff will help you with this (and see page 20 of the Handbook). Have your recovery card available upon request.
- ❖ After your 30/30, attend 4 recovery meetings per week and continue to submit weekly check-in report in Google Classroom.
- ❖ Examples:
 - AA/NA 12 step Recovery
 - Smart Recovery
 - Wellbriety
 - Mental Health Support Group, for example, NAMI, DBSA
- ❖ Attend random drug testing
- ❖ Develop a case plan with your probation officer
- ❖ Develop a treatment plan with your counselor
- ❖ Address housing and transportation issues
- ❖ Establish a healthcare provider
- ❖ No associations with other phase 1 participants outside of groups/treatment, and recovery meetings unless you have received permission from the courts
- ❖ Start changing people, places and things

PROBATION



- ❖ One weekly meeting with your PO
- ❖ There will be curfew checks and home visits
- ❖ Curfew is at 9pm
- ❖ Develop a case plan with your PO (employment, education GED program, financial, housing and transportation)
- ❖ Engage in vocational rehab, job search, or volunteer work if unemployed as directed by the court
- ❖ Turn in your paystub, school or volunteer hours to your PO at your scheduled meetings

HOW TO GET INTO PHASE 2

- ❖ Maintain 8 consecutive weeks of negative UA's, this includes no dilutes, stalls or adulterations
- ❖ 4 consecutive weeks free of program sanctions
- ❖ Participate with mental health treatment
- ❖ Complete phase interview with the team
- ❖ Current on NPCMHC fees and COS fees

PHASE 2

Minimum of 12 WEEKS



COURT

- ❖ Attend court every Wednesday morning at 8:30am – 9:30am



TREATMENT

- ❖ Attend and engage in groups assigned by your treatment provider
- ❖ Meet with your individual counselor
- ❖ Attend 4 recovery meetings per week & submit a weekly check-in report in Google Classroom by the end of the day on Monday prior to the court session. Have your recovery card available upon request.
- ❖ Examples:
 - AA/NA 12 step Recovery
 - Smart Recovery
 - Wellbriety
 - Mental Health Support Group, for example, NAMI, DBSA
- ❖ Attend random drug screenings
- ❖ Review treatment plan
- ❖ Establish pro-social activities
- ❖ Address medical issues
- ❖ Demonstrate changing people, places and things

PROBATION



- ❖ One meeting with your PO every other week or as determined by your PO
- ❖ There will be curfew checks and home visits
- ❖ Curfew is at 10pm
- ❖ Review case plan with your PO
- ❖ Develop a budget with your PO and establish a payment plan for any outstanding court fines, fees and/or restitution
- ❖ Obtain employment, volunteer work or education as directed by the court
- ❖ Turn in your paystub, school or volunteer hours to your PO at your scheduled meetings

HOW TO GET INTO PHASE 3

- ❖ Maintain 12 consecutive weeks of negative UA's, this includes no dilutes, stalls, adulterations or missed UA's
- ❖ 4 consecutive weeks free of program sanctions
- ❖ Participate with mental health treatment
- ❖ Complete phase interview with the team
- ❖ Current on NPCMHC fees and COS fees

PHASE 3

Minimum 16 WEEKS



COURT

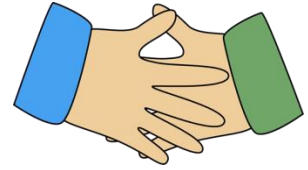
- ❖ Attend court the first and third Wednesday of the month, 8:30am – 9:30am



TREATMENT

- ❖ Engage and attend in groups assigned by treatment provider
- ❖ Meet with your individual counselor
- ❖ Attend 3 recovery meetings per week & submit a check-in report in Google Classroom by the end of the day on Monday prior to the court session. Have your recovery card available upon request.
- ❖ Examples:
 - AA/NA 12 Step Recovery
 - Smart Recovery
 - Wellbriety
 - Mental Health Support Group, for example, NAMI, DBSA
- ❖ Attend random drug testing
- ❖ Review treatment plan
- ❖ Establish pro-social activities
- ❖ Address medical issues
- ❖ Demonstrate changing people, places and thing

PROBATION



- ❖ Two meetings with your PO each month or as determined by your PO
- ❖ Review case plan with your PO
- ❖ There will be curfew checks and home visits
- ❖ Curfew is 11pm
- ❖ Continue employment, volunteer work or education as directed by the Court
- ❖ Turn in your paystubs, school or volunteer hours to your PO at your scheduled meetings
- ❖ Review your budget and payment plan for any outstanding court fines, fees and/or restitution

HOW TO GET INTO PHASE 4

- ❖ Maintain 16 consecutive weeks of negative UA's, this includes no dilutes, stalls, adulterations or missed UA's
- ❖ 8 consecutive weeks free of program sanctions
- ❖ Participate with mental health treatment
- ❖ Complete phase interview with the team
- ❖ Current on NPCMHC fees and COS fees

PHASE 4

Minimum 16 WEEKS



COURT

- ❖ Attend court the first Wednesday of the month, 8:30am – 9:30am



TREATMENT

- ❖ Engage and attend treatment
- ❖ Meet with your individual counselor
- ❖ Attend 3 recovery meetings per week & submit a check-in report in Google Classroom by the end of the day on Monday prior to the court session. Have your recovery card available upon request.
- ❖ Attend random drug testing
- ❖ Review case plan
- ❖ Establish pro-social activities
- ❖ Demonstrate changing people, places and things

PROBATION



- ❖ One monthly meeting with your PO or as determined by your PO
- ❖ There will be curfew checks and home visits
- ❖ Curfew is 12 midnight
- ❖ Maintain employment, volunteer work or school as directed by the court
- ❖ Turn in your paystubs, school or volunteer hours to your PO at your scheduled meetings
- ❖ Review your budget and payment plan for any outstanding court fines, fees and/or restitution

HOW TO GET INTO PHASE 5

- ❖ Maintain 16 consecutive weeks of negative UA's, this includes no dilutes, stalls, adulterations or missed UA's
- ❖ 12 consecutive weeks free of program sanctions
- ❖ Participate with mental health treatment
- ❖ Complete phase interview with the team
- ❖ Current on NPCMHC fees and COS fees

PHASE 5

Minimum 16 WEEKS



COURT

- ❖ Attend court the first Wednesday of the month, 8:30am – 9:30am



TREATMENT

- ❖ Complete any additional groups as directed by treatment provider
- ❖ Meet with your individual counselor as directed
- ❖ Attend recovery meetings as determined by your treatment provider & submit a check-in report in Google Classroom by the end of the day on Monday prior to the court session.
- ❖ Attend random drug testing
- ❖ Review case plan
- ❖ Establish pro-social activity
- ❖ Maintain housing and transportation
- ❖ Demonstrate changing people, places and things

PROBATION



- ❖ Meet with your PO as directed
- ❖ Curfew will be determined by your PO
- ❖ Stay employed or in school or a combination of both
- ❖ Turn in your paystubs, school or volunteer hours to your PO at your scheduled meeting
- ❖ Review your budget and payment plan for any outstanding court fines, fees and/or restitution

HOW TO GRADUATE

- ❖ Maintain 16 consecutive weeks of negative UA's, this includes no dilutes, adulterations, stalls or missed UA's
- ❖ Minimum 12 weeks sanction free
- ❖ Complete graduation interview with the team
- ❖ Continue with your payment plan for any unpaid fines, fees or restitution



CONTINUING CARE

6 MONTHS

WHY: Continuing care is an opportunity for graduates and team members to ensure that you are going to continue remaining clean, sober and crime-free after you graduate. You will still have access to your counselor and probation officer for guidance.

HOW: You will continue on probation after you graduate for a period of at least 6 months. You no longer have to call in to the UA line daily or attend court sessions.

COURT

- ❖ Do not commit any criminal offenses
- ❖ Pay off any remaining balances of restitution, fees, fines, or cost of supervision

TREATMENT

- ❖ As needed or directed by your probation officer

PROBATION

- ❖ Meet with your PO as directed
- ❖ Curfew will be determined by your PO
- ❖ Develop a payment plan for any remaining costs with your PO and make monthly payments to the court

**** You may not receive the benefit of your disposition or be released from probation until all your fines, fees and restitution is paid off****

COURT

WHAT: Participants and team members attend court to discuss progress with the Judge.

WHEN: Wednesdays at 8:30am-9:30am.

WHERE: Nez Perce County Courthouse, Courtroom 3, 1230 Main St. Lewiston, ID 83501.

OR Zoom Link for court session:

<https://zoom.us/j/98320027757?pwd=U21tWUV1SW80UkZ6YVpsYjFxVTIxdz09>

Meeting ID: 983 2002 7757

Passcode: 452440

WHO: Participants, guests, members of the public may attend, and supportive friends and family are encouraged to attend.

HOW:

Courtroom Schedule

Phase 1: Every Wednesday

Phase 2: Every Wednesday

Phase 3: 1st & 3rd Wednesday

Phase 4: 1st Wednesday

Phase 5: 1st Wednesday

Continuing Care Violations: As determined by Probation Officer

GOOGLE CLASSROOM



Progress reports and phase applications are due by midnight Monday. You will be told in court when your graduation application is due.

Here is how to access the classroom:

1. Download the “google classroom” app on your smartphone, tablet or computer through the google play store if you have an Android, Galaxy, or Samsung; if you have an iPhone, you will go to the Apple Store
2. Enter classroom code **5hj3724**
3. Click on the form you need to fill out for court, then click on the purple square
4. Once you are finished, press the purple submit button

COURTROOM & TREATMENT ETIQUETTE

THE DO'S

- ❖ Do arrive 15 minutes early, Court starts at 8:30am
- ❖ Do turn off cell phones
- ❖ Do address the judge, staff and participate with respect
- ❖ Do bring documentation of support groups and paystubs or submit them in advance
- ❖ Do remain seated during court and treatment groups
- ❖ Do bring your binder to court
- ❖ Do dress appropriately (no tank- tops, hats, short-shorts, midriffs)

THE DON'TS

- ❖ Do not leave the courtroom while court is in progress
- ❖ Do not leave treatment without permission
- ❖ Do not talk when the judge is speaking
- ❖ Do not swear or use profane language
- ❖ Do not bring food or beverages (except water)
- ❖ Do not chew gum

Do not use cell phones

turn them off while you're in court and in treatment

INCENTIVES AND SANCTIONS

INCENTIVES: Rewards for meeting program requirements.

SANCTIONS: Punishment for not meeting program requirements.

WHEN: Incentives or sanctions are given during court sessions.

HOW:

Possible Incentives:

Verbal praise

Phase promotion

Gift cards

Star board

Certificate

Graduation

Name in fishbowl

Possible Sanctions:

Verbal warning

Write a paper

Community service

Sit through District Court hearings

Earlier curfew

Jail

Termination

*The greatest advantage of speaking the truth is that you don't have to
remember what you said.*

DRUG AND ALCOHOL TESTING



WHY: For you to show your progress in your sobriety.

WHAT: You will be tested for drugs and alcohol through urine, saliva, and breath.

HOW: All drug and alcohol tests are sent to the lab. You will be tested for many different substances.

WHEN: You will be tested often. You will need to call in every day,

(484)-357-1190. When your number is called you will need to show up at the testing site. All tests are observed.

- ❖ You are assigned a PIN number at the beginning of the program
- ❖ You must call the UA line every day, including holidays and weekends between 8:30am and 4:30pm
- ❖ Testing collection is from 2:00pm and 4:30pm

WHERE: Report to Changepoint at 1020 Main Street, Lewiston when you have a UA.

Definitions

Dilute Urine Sample: A dilute happens when a person consumes so much liquid that the urine is mostly water. This is a serious offense in drug court because it prevents the lab from determining whether or not there are drugs, alcohol, or other prohibited substances in their system.

Positive Urine Sample: A positive is when drugs or alcohol is detected in your drug test by the lab.

Incidental Exposure: Exposure is when you exposed yourself to alcohol. The alcohol shows positive in your initial test, then comes back negative with a confirmation. This means you've got alcohol on your body, not that you ingested alcohol.

Adulteration: Adulteration is purposefully tampering with your drug test out of fear that your test results will be positive. A common method is diluting. Other methods include using devices containing urine that is not your own, and/or adding chemicals to your urine.

Prohibited Substances: Supplements that are banned in MHC.

REPORTING TO YOUR COUNSELOR

Meet with your counselor as directed.

- ❖ This is your time to work with your counselor on any problems you are having. Talk with them about your struggles and your successes.
- ❖ Make sure you're on time for your treatment sessions and be sure to turn in your homework assignments

TREATMENT GROUPS

Integrated Treatment (IT): This group teaches tools you ways to manage your substance use disorder and mental health symptoms.

Held on Mondays and Thursdays, 8:30am – 10:30am

** The following groups are held at some time during your participation in NPCMHC. You will be notified in advance of when the group will start.*

Moral Reconation Therapy (MRT): You will learn how to recognize and make positive changes in your thinking with help of homework and help from your group members.

Symptom Management: This group works on works on reviewing mental illness with recovery work. You will learn ways to reduce symptoms and learn ways to improve relationships.

Thinking for Good: You will learn ways to change unhelpful thoughts to last past graduation.

Untangling Relationships: You will be able to see relationships with more than one point of view and you will learn great ways to keep healthy relationships.

Anger Management: You will learn all about anger and learn how to not let anger rule important moments in your life.

RECOVERY SUPPORT GROUPS AND MEETINGS

WHAT: Recovery Support Meetings are peer led groups such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), Celebrate Recovery, Smart Recovery, and Wellbriety.

HOW: Choose the meeting time and location that works best for you. Report your meetings on Google Classroom by the end of the day on Monday. Provide your recovery meeting card or proof of attendance upon request.

RECOVERY SUPPORT GROUP AND MEETING REQUIREMENTS

- Phase 1: Begin with 1 meeting a day until otherwise instructed.
- Phase 2: 4 meetings/week
- Phase 3: 3 meetings/week
- Phase 4: 3 meetings/week
- Phase 5: No Requirement

REPORTING TO YOUR PROBATION OFFICER

WHO: Meeting with your probation officer

WHEN:

Phase 1: Weekly

Phase 2: Two – three times a month

Phase 3: Two – three times a month

Phase 4: Once a month

Phase 5: As directed

Continuing Care: as directed

WHAT: Please bring the following:

- ❖ Pay Stubs
- ❖ If ordered, community service log
- ❖ Employment and/or education documentation
- ❖ You must receive approval from your probation officer before moving and for any job changes
- ❖ Keep your probation officer up-to-date on any change in information (new roommates, address, work hours, phone numbers, email)

HOME VISITS

WHAT: Probation officers will conduct home visits for compliance of your curfew and any contraband.

WHEN: Random times during the day or night for the entire duration of the program.

HOW: The probation officer will arrive at your home and ask to enter your residence.

EXPECTATIONS:

- ❖ Your residence must be alcohol and drug free
- ❖ If requested, submit to drug testing. Failing to test will result in a violation
- ❖ Your house, vehicle, person may be searched without a warrant
- ❖ Be prompt in your interactions with them and stop any ongoing conversation
- ❖ If you receive a phone call from a probation officer, answer your phone or return the call immediately
- ❖ Everyone in your home must be courteous and respectful

CURFEW, OVERNIGHT AND OUT OF DISTRICT TRAVEL

WHAT: Requests for an overnight stay or traveling out of district will be considered on a case-by-case basis.

WHEN:

Curfew

Phase 1: 9pm – 6:00am

Phase 2: 10pm – 6:00am

Phase 3: 11pm – 6:00am

Phase 4: 12 midnight – 6:00am

Phase 5: No Curfew

HOW: Travel and or Overnight trips: submit a plan to the court and probation officer for pre-approval

- ❖ With permission from your PO, you may stay overnight at another residence
- ❖ Provide your PO the name, address and phone number of the person(s) you are staying with
- ❖ Travel permits must be submitted to your PO **5-7 days in advance** of the date you are requesting to travel

**** If you are away from your residence without approval you could receive a sanction****

****If you do not receive a response from your PO, you should not stay out late or leave for any reason****

TERMINATION

WHAT: You may be removed from the NPCMHC.

WHY: For failure to comply with the terms and conditions of NPCMHC.
Termination occurs at the discretion of the team.

WHEN: Termination may be at the participant's choice with the team's approval or following a termination hearing.

WHERE: All participants will be given the opportunity to have a hearing to discuss the reasons for termination where they may present evidence or witnesses.

Upon termination the participant's case is immediately transferred to the appropriate District Court for sentencing disposition.

*Success is not final; failure is not fatal; it is the courage to continue that counts -
Winston Churchill*

RESTRICTED DRIVER'S PERMIT INFORMATION

WHO: If a driver's license suspension is ordered in your case, you will have a mandatory 45 day absolute suspension period starting on the date you sign your contract. After the 45 days you may be granted a restricted permit to drive.

WHAT: A restricted permit allows the participant to transport themselves to and from work, treatment, court, drug testing and probation meetings.

HOW: Submit an application and have SR-22 insurance as well as an approved ignition interlock device installed in your vehicle.

WHEN: After 45 days of sobriety and good behavior in the program, you may apply for a restricted permit through the courts.

- ❖ A restricted permit is a privilege that is earned and is NOT automatic.
- ❖ An ignition interlock device will be required during any restricted privileges until one (1) year after the end of the court-imposed license suspension.
- ❖ Full driving privileges will be reinstated at Phase 5 or 1 year in the program.

RULES:

- ❖ Read your temporary restricted permit carefully!
- ❖ You can ONLY drive to work, treatment, probation, recovery support groups, approved recovery events, court, and drug testing.
- ❖ You cannot have passengers in your vehicle while driving.

GRADUATION



WHAT: A special event that celebrates YOUR recovery and successful completion of NPCMHC!

HOW: YOU did it! The day of your graduation we will celebrate you and your success. Family and friends are encouraged to attend your special day!

WHEN: To graduate you MUST:

- ❖ Have completed the 5 phases
- ❖ Have 120 days consecutive sobriety
- ❖ Have a stable and suitable housing arrangement
- ❖ Demonstrate an approved income source
- ❖ Pay NPCMHC program fees in full
- ❖ If your NPCMHC fees, fines and/or restitution are not paid you may need to submit a payment plan to your PO
- ❖ Complete a program exit interview with the NPCMHC Team



ZOOM AND INSTRUCTIONS and ETIQUETTE



If court is NOT being held in person, follow the instructions below:

1. Download the zoom app on your smartphone, tablet or computer through the google play store if you have an Android, Galaxy, or Samsung or the App Store if you have an iPhone
2. The meeting ID for court is: **983 2002 7757**
3. The passcode for court is: **452440**

Zoom link:

<https://zoom.us/j/98320027757?pwd=U21tWUV1SW80UkZ6YVpsYjFxVTIxdz09>

4. Login 15 minutes before court starts, in case you have technology issues
5. You will be in a waiting room until the host (Lisa or Clerk) lets you in

THE DO'S

- ❖ Remain on mute until it's your turn to speak with the Judge
- ❖ Do keep your camera on during the court session
- ❖ Do turn off cell phones (or mute cell phone if using to access Zoom)
- ❖ Do address the judge, staff and participate with respect
- ❖ Do remain seated during court; no walking around
- ❖ Do dress appropriately (no tank- tops, hats, short-shorts, low cut tops, midriffs)

THE DON'TS

- ❖ Do not leave the court session while court is in progress
- ❖ Do not talk when the judge is speaking
- ❖ Do not swear or use profane language
- ❖ Do not chew gum
- ❖ Do not smoke
- ❖ Do not eat
- ❖ Do not sleep

COSTS OF THE PROGRAM

WHO: You will be responsible for the fees of your NPCMHC Program, for costs of supervision, for any imposed court costs, fines or restitution.

WHAT:

NPCMHC fee: \$20 per month

Costs of Supervision (COS)

Felony: ____\$30____ per month

Misdemeanor: _____ per month

Court costs, if ordered

Fines, if ordered

Restitution, if ordered

Other fees, as ordered by the Court

If you would like to pay more than the recommended monthly amount, you may do so.

WHEN: Each month you will pay an amount to the courts and to cost of supervision

HOW:

To pay on your costs, fees, fines, or **misdemeanor** cost of supervision (COS):

- ❖ Pay at the clerk's window, 2nd floor of the courthouse. Provide your case number. Let the clerk know if you want the money to be applied to your program fees, fines or restitution
- ❖ Call the courthouse at 208-799-3045 with your case number and pay over the phone with a debit or credit card. There will be a \$3 charge for using a card.
- ❖ Mail a money order or cashier's check with your case number made out to "District Court" to:
 - Nez Perce County District Court
 - PO Box 896
 - Lewiston, ID 83501

- ❖ Place cash, money order or check into the drop box located on the west side of the courthouse in the parking lot (include case number and name on check or money order) or go into the Courthouse to make payments
- ❖ Go online to **mycourts.idaho.gov/odysseyportal/**

Make sure to tell the clerks where you would like your money to go; COS (for misdemeanor supervision), fines, fees, or restitution

To pay **felony** COS: contact Idaho Department of Probation & Parole

Remember: You will not receive the benefit of your disposition agreement until everything is paid in full

COMMUNITY SERVICE

Community Service: As part of a sanction or through your court order. Must be for a non-profit, legitimate agency. Only agencies on the back of the CS form and hours must be signed off by the agency in order to count.

If you are sanctioned with community service, you must;

- Pay .60 cents per hour BEFORE you start. You can pay this at the clerk's office in the courthouse
- Only do community service for an agency on the back of the form provided by Probation and Parole
- Record your hours on the form provided by Probation and Parole

VOLUNTEERING

You may be ordered by the Judge to pick an activity or an agency in the community that you'd like to do some volunteering. This is a way to give back to the community.